

# Geo<sup>3</sup>T<sup>2</sup> Conference Speaker Guidelines



## PowerPoint Presentation

Speakers should use PowerPoint (Microsoft 2010 or 2007 version) for presentations. Store your PowerPoint presentation materials on a USB flash drive or CD-ROM (this is your backup copy) and bring it to the conference meeting room directly.

Speakers should report to meeting room **30 minutes before the session starts** to meet with other session presenters and coordinate your audiovisuals.

PowerPoint presentation materials will be converted to pdf files and posted on the conference website two weeks after the conference. If authors do not want their presentation materials to be posted on the conference website, please indicate that you **DO NOT** want your presentation to be posted when submitting your presentation materials.

## PowerPoint Presentation Material Submission

PowerPoint presentation materials submission due date is **Monday, March 23, 2015**.

Submit your electronic PowerPoint presentation materials by one of the following approaches.

1. Store your presentation on a flash drive or a CD and mail to:  
North Carolina Department of Transportation  
Geotechnical Engineering Unit  
c/o Chris Chen  
1020 Birch Ridge Drive  
Raleigh, North Carolina 27610  
Phone (919) 707-6876 Fax (919) 250-4237
2. Send electronic PowerPoint presentation materials via email to [geo3t2@ncdot.gov](mailto:geo3t2@ncdot.gov).
3. If the file size is too large for regular email message, then use the [NCDOT File Transfer System \(FTS\)](#) to transfer your presentation electronically. Send an e-mail to [geo3t2@ncdot.gov](mailto:geo3t2@ncdot.gov) to request access to FTS.

## Suggestions on Designing of Your Visual Aids

- Use 24-point type for lettering done in ALL CAPITALS and 32-point for lettering in Capitals and Lowercase
- Use a sans serif typeface such as Helvetica, Arial, or Universal
- Keep Title to One Line
- Use 6 to 7 lines per slide (maximum)
- Test slides for legibility and contrast

## Presentation Time Limit

Presentations will be limited to 25 minutes. The allotted time includes:

- 20± minutes for presentation
- 3± minutes for Q & A
- 2 minutes for speaker introduction and transition

Rehearse before the presentation. Time your presentation to keep it within your allotted time! Help the presiding moderator, yourself and your audience by sticking to your allotted speaking time.